

## FORM E - Cash Handling & Safe Working Area

Boxes to be ticked as items are sighted (✓) not present (✗) or, not applicable (n/a)

Answer the following questions	
Do you have any form of security system (e.g. electronic sensors, CCTV)? Is it advertised to the public? Is it working effectively?	<input type="checkbox"/>
Do you have alarms and back up procedures for workers working alone?	<input type="checkbox"/>
Do you minimise cash levels and have procedures to manage and bank cash?	<input type="checkbox"/>
Have you or your workers been trained to detect warning signs of violence or robbery and how to react if there is an incident?	<input type="checkbox"/>
If you checked <b>NO</b> to any of the points above follow the recommended actions in the next section. If there are other risks not mentioned above make sure you assess them and take appropriate action. Consult with your employees as you work through your plan of action.	

Recommended actions checklist	
Design and layout your office where possible to discourage any unwanted visitors	<input type="checkbox"/>
Use electronic sensors to alert workers that visitors are entering or leaving the premises	<input type="checkbox"/>
Locate cash registers/draws so they are not clearly visible from the outside	<input type="checkbox"/>
Maintain a well-lit interior and exterior to minimise hiding places	<input type="checkbox"/>
Install security devices to monitor people in high risk areas (e.g. mirrors in corners or ceiling to monitor hidden corners).	<input type="checkbox"/>
Avoid opening and closing the Parish office alone	<input type="checkbox"/>
Keep counters or desks clear of heavy or sharp items that could be used as weapons	<input type="checkbox"/>
Encourage electronic forms of payment	<input type="checkbox"/>
Display signs to advise visitors that minimal cash is held and time delay safes used	<input type="checkbox"/>
Recommended actions checklist (continued)	
Minimise cash levels and use cash handling procedures that make cash less visible	<input type="checkbox"/>
Transfer cash to bank at regular intervals, at <b>irregular</b> times, by <b>different</b> routes and where possible with two people or use professional security services	<input type="checkbox"/>

## Work Health & Safety (WHS)

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Work with neighbouring offices to reduce risks in your area.	<input type="checkbox"/>
Provide training and information so everyone is prepared	<input type="checkbox"/>
Provide training that shows workers/volunteers how to deal with visitors politely, how to deal with confrontational visitors and to be aware of signs of anger and tension.	<input type="checkbox"/>
Inform workers that their own safety is paramount and that they should not put their own safety at risk in order to protect goods or property	<input type="checkbox"/>
Train workers/volunteers in non-violent responses to threatening situations	<input type="checkbox"/>
Train workers/volunteers in what they should do in the event of a robbery incident	<input type="checkbox"/>
Make sure workers/volunteers are familiar with cash handling procedures	<input type="checkbox"/>

**By being aware and having a plan in place BEFORE an act of violence occurs in your workplace – you will have a far greater chance of protecting yourself and other workers/volunteers from harm.**